1. On the **Home** screen, choose **Start**, choose **Programs**, choose **ActiveSync**, choose **Menu**, and then choose the **Configure Server** tab. Note: If the mobile device has not yet synchronized with the Exchange Server, **Add Server Source**… will be the available option.

2. In **Edit Server Settings**, enter the name of the server that is running Exchange, and then choose **Next**.

3. Enter your **User Name**, **Password**, and **Domain**. Select the **Save Password** check box, and then choose **Next**.

4. Select all the check boxes then choose **Settings**.

5. Choose **Finish**.